MINUTE BOOK XXVII, PAGES 95-103 TROUTMAN TOWN COUNCIL REGULAR MEETING MINUTES September 13, 2018

The regular meeting of the Town of Troutman Town Council was held in the Troutman Town Hall, 400 North Eastway Drive, North Carolina on Thursday, September 13, 2018 at 7:00 p.m. with the Mayor Teross W. Young, Jr. presiding.

Council Members Present: W. Paul Henkel, Paul R. Bryant, Sally P. Williams; Judy Jablonski; James K. Troutman

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Erika G. Martin, Planning Director; Emily M. Watson, Parks and Recreation Coordinator; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager; Stacy, McGlamery, Farmers Market Manager; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

Chloe Moores, Statesville Record & Landmark

MAYOR TEROSS W. YOUNG, JR. CALLED THE MEETING TO ORDER

- ITEM 1. MAYOR YOUNG WELCOMED VISITORS AND GUESTS
- ITEM 2. INVOCATION Delivered by Pastor Wesley Morris, Ostwalt Baptist Church, Troutman
- ITEM 3. PLEDGE OF ALLEGIANCE

ITEM 4. ADJUSTMENTS TO APPROVAL OF THE AGENDA

*Amendment: Item 21 to include NCGS 143-318.11(a)(3) to consult with an Attorney

Upon motion by Council member Henkel, seconded by Council member Williams, and unanimously carried, the September 13, 2018 meeting agenda was approved as amended.

CONSENT AGENDA: Items on the Consent Agenda are considered to be routine by the Town Council and will be approved with one motion. There will be no separate discussion on these items unless the Mayor or a Council member so requests, in which event the item will be removed from the Consent Agenda and considered as the first item under New Business.

- ITEM 5. APPROVAL OF AGENDA BRIEFING MINUTES OF AUGUST 06, 2018
- ITEM 6. APPROVAL OF CLOSED SESSION MINUTES OF AUGUST 06, 2018
- ITEM 7. APPROVAL OF REGULAR MEETING MINUTES OF AUGUST 09, 2018
- ITEM 8. APPROVAL OF CLOSED SESSION MINUTES OF AUGUST 09, 2018
- ITEM 9. ANNEXATION REQUEST (AX-18-05) (NON-CONTIGUOUS), Applicant(S): John Kindley, Falls Park, LLC; 1.88 acres, 149 Houston Road, PIN 4740878955
 - a. Adoption of Resolution 11-18 Titled: "Resolution Directing The Clerk To Investigate A Petition Received Under Article 4A Of G.S. 160A"
 - b. Approval of Certificate of Sufficiency
 - c. Adoption of Resolution 12-18 Titled: "Resolution Fixing Date Of Public Hearing On Question Of (Non-Contiguous) Annexation Pursuant To Article 4A Of G.S. 160A" (Setting Public Hearing Date of October 11, 2018)

Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, Consent Agenda items was approved as presented.

(Copied in full, Resolution 11-18 is filed in Resolution Book IV, Page 11)

(Copied in full, Resolution 12-18 is filed in Resolution Book IV, Page 12)

(Copied in full, Resolutions 11-18 and 12-18 and Certificate of Sufficiency is attached to and made part of these minutes and is filed on CD titled: "Town Council Supporting Documents" dated September 10th, and September 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

RECOGNITIONS AND PRESENTATIONS

ITEM 10. BUSINESS SPOTLIGHT - TROUTMAN MCDONALDS, (Mayor Young)

Mayor Young presented McDonald's in Troutman, known as McDonald's of Iredell County, owned and operated by Mike and Melissa Neader under M. Neader Management as the Business Spotlight for the month of September. Mayor Young stated that the Neader's began in Mooresville in 1991 with the purchase of their first McDonald's and have continued to grow over the years with the building and opening of several more restaurants, including our Troutman McDonald's opening in 2009. The Troutman McDonald's became the 7th out of the 9 restaurants in Iredell County. They have recently invested \$500,000 in updating/remodeling of the lobby of the Troutman McDonald's. McDonald's is involved with many activities in the community such as: Coffee with a Cop program on the 1st Tuesday of the month with the Troutman Police Department; the town's Front Porch Fest, National Night Out and participate in the parades. They support Troutman schools, Troutman ESC Park, and the farmers market.

Mike and Mclissa Neader addressed Council expressing thanks and appreciation for this opportunity to be recognized and honored by the Town. They recognized and thanked the stores General Manager, 1st Assistant, and Crew Leader stating that it is a team effort and they could not do it without them and all other employees. Appreciation and thanks was expressed to Police Chief Selves and the police department for their support and keeping them safe, and to the community for their loyal support that helps them continue to grow.

In recognition and appreciation of being an important part of the Troutman Community, Mayor Young presented the owners with a framed Certificate of Recognition.

(Copied in full, Certificate of Recognition is filed on CD titled, "Town Council Supporting Documents" dated September 10th and September 13th, 2018 in CD Book #1 titled, "Town Council Supporting Documents")

STANDING REPORTS

ITEM 11. TROUTMAN FIRE DEPARTMENT QUARTERLY REPORT, (Wesley Morris, Troutman Fire Chief)

Mr. Wesley Morris, Troutman Fire Chief announced that on August 5th the Troutman Fire Department Board of Directors officially promoted him to Chief and commented that the department is currently in the process to fill the position of Deputy Chief. On behalf of the Fire Department and himself, he thanked the Town for waiving the fire service availability fee for the new building project. The building project, permitting, and plans is still moving forward but at a very slow pace mainly due to process of securing the financing. He anticipates construction to begin late October, early November. Chief Morris shared that the department has a new rescue response contract and new response plan presenting the details of the plan. Chief Morris briefed Council regarding storm preparedness in anticipation of impact of Hurricane Florence stating that the department is trying to increase staffing around the clock on Friday, Saturday and Sunday; the swift water equipment is ready due to the projected heavy rainfall and flooding; and other equipment such as chain saws are ready to assist in clearing roadways for access in the event of an emergency. He advised everyone to be careful, water is very dangerous and it takes very little to flood a vehicle.

J. HOYT HAYES MEMORIAL TROUTMAN LIBRARY MONTHLY REPORT, (Kelli Goodwin, ITEM 12. Troutman Library Branch Manager)

Ms. Kelli Goodwin, Branch Manager Troutman Public Library begin the library report by stating that the library is looking for 6 teenagers, ages 16 and up that are very responsible and need volunteer hours to devote 2 hours a week for 12 months to the library. Applications are available at the library. Positions are also available in the Statesville and Harmony locations. She proceeded with the report by sharing the following upcoming programs and events:

- October 6^{th} Making placemats for the homeless shelter for their Thanksgiving meal.
- Acknowledged and thanked the Dowd Foundation for their recent donation of \$1,000. The donation will help fund the Makers Space Program and Pinterest Club aiding with the purchase of crafts and supplies.
- New Saturday Storytime

 - September 22nd 11:00am (all ages) September 27th 11:00am (over age 11)

Ms. Goodwin announced in anticipation of inclement weather due to the hurricane, all locations of Iredell County Public Libraries will be closed on Saturday.

ITEM 13. TROUTMAN PARKS AND RECREATION, (Emily Watson, Parks and Recreation Coordinator)

Ms. Emily Watson, Parks & Recreation Coordinator presented the following Troutman Parks and Recreation report regarding current and upcoming programs and events:

- Youth Sports (football, soccer, cheerleading) are in full swing 7 days a week in the park.
- ESC Park 7th Annual Golf Tournament, held Saturday, August 18th at Lakewood Golf Club (Sally Williams, Event Coordinator/Council Member)
 - Council member Williams reported that 19-20 teams participated in the tournament profiting \$4,700-\$4,800 for the Park. 1st Place was the team of Josh Weddington / 2nd Place, a team of college golfers. There were several Eagle sponsors of \$500, and the golf course was provided at a low cost. She commented it was a perfect day and a very successful tournament.
- Farmers Market Stacy McGlamery, Farmers Market Manager stated there were 26 paid vendors at the market this year. Not all vendors were present at the same time due to crops being seasonal and it was a tough summer for growers. Lately participation has been falling and there are not enough product to carry through to October. Therefore, the market will end on September 25th.
- Yoga in the Park Last day will be September 25th.
- 3rd Party in the Park October 13th, 4pm-7pm
- Wicked Fast 5K December 20th, 6pm on the Greenway
- Couch to 5K (6 week training course) begins October 20th
- Jingle Run (5K) December 2nd, (Free event)
- Trails & Treats October 31st, 4pm on the walking trail. All interested businesses are welcome.
- Outdoor Volleyball Court Town hosted an outdoor Volleyball Tournament on August 11th. Project is complete and paid for in part by the Town, ESC, Rocky Mount Church, and local businesses. Final cost is unknown at this time, but the tournament profited \$900 to go towards the project cost. Mooresville High School donated the turf which outlines the edge of the court.
- Get-Fit-Iredell Ms. Watson stated that Troutman Parks and Rec. is a participating partner with Get-Fit-Iredell who is sponsoring an upcoming free event. Ms. Debbic Page of Statesville Free News shared the event details as follows: The event "Sunday Fun Day" will be held September 30th from 2pm-4pm at Lake Norman State Park. It will include a fitness hikes, yoga, and Kung Fu, free passes for the paddle boards, paddle boats and kayaks, free merchandise, and drinks and snacks. Picnics are allowed. Kids can bring their bikes/trikes to ride in the Troutman Rec. Tiny Town where Troutman Police Officers will be there to meet and greet and provide information regarding bike safety. Fliers are available in the Town Hall lobby.

Council member Bryant and wife Elizabeth presented Parks and Rec. Coordinator Emily Watson with a donation made through Partners for Parks to the Troutman Parks and Recreation Fund in the amount \$500 earmarked to reimburse the cost of the volleyball court. Their donation will be matched dollar for dollar by his former employer, Bristol Myers Squibb for a grand total of \$1000. He commented the Town has an awesome park, awesome staff, and awesome group of hard working volunteers. The Troutman ESC Park is the crown jewel of the Town and has improved the quality of life for the citizens of Troutman as well as the surrounding region. He stated he and Elizabeth are pleased to be part of the parks development and look forward to being part of the parks future.

Mayor Young commented that it is great to have activities going on and to have support from the Council and our community. He asked if the farmers provided any feedback pertaining to this year's market and the installation of ceiling fans in the pavilion. Farmers Market Manager McGlamery responded that the fans helped tremendously. She commented it was a good market; the layout was different from last year which allowed more vendors under the shelter.

COMMENTS FROM VISITORS AND GUESTS

The Public is invited to address the Town Council with comments or concerns. Public comment is limited to three (3) minutes per individual. Speakers are required to sign in at the podium and are required to adhere to Town Policy #51 titled: "Policy Governing Comments from the Public at Town Council Meetings".

Citizen, Charles Peet expressed concern regarding that his new water meter that was installed may be effective causing his utility bill to be high. Mayor Young requested that staff send someone from Public Works to check his meter and give feedback to Council.

OLD BUSINESS

ITEM 14. ANNEXATION REQUEST (AX-18-03) (NON-CONTIGUOUS), Applicant(s): Walter and Jane Elmore, 3.65 acres, PIN 4740688665 (South Main Street); and Robert and Barbara Blackwelder, 1.85 acres, PIN 4740687765 (782 South Main Street), (Erika Martin, Planning Director)

a. Call for Public Hearing

Mayor Young Opened the Public Hearing

Planning Director Erika Martin stated that the request meets the requirements of voluntary annexation. Therefore, staff recommends annexation.

Applicant, Barbara Blackwelder spoke in favor of the request for rezoning stating that the zoning district of Highway Business is located across the street. Mayor Young advised Ms. Blackwelder that he will take her comments into consideration for the next item (the rezoning), but the public hearing being held now is for the annexation.

Mayor Young Closed the Public Hearing

(Public Hearing sign in sheet is attached to and made part of these minutes) (Copied in full, public hearing notice is attached to these minutes)

b. Adoption of Ordinance 17-18, Titled: "An Ordinance To Extend The Corporate Limits Of The Town Of Troutman, North Carolina (Non-Contiguous)"

Upon motion by Council member Jablonski, seconded by Council member Williams, and unanimously carried, Ordinance 17-18 titled: "An Ordinance To Extend The Corporate Limits Of The Town Of Troutman, North Carolina (Non-Contiguous)" was approved.

(Copied in full, Ordinance 17-18 is filed in Ordinance Book 8, Pages 221-223)

(Copied in full, Ordinance 17-18 w/annexation map, annexation petition, and GIS maps is attached to these minutes and is filed on CD titled: "Town Council Supporting Documents" dated September 10th, and September 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 15. REZONING REQUEST (RZ-18-06): Applicant(s): Walter and Jane Elmore, 3.65 acres, PIN 4740688665 (South Main Street); and Robert and Barbara Blackwelder, 1.85 acres, PIN 4740687765 (782 South Main Street) requesting change from Iredell County Residential Agricultural (RA) to Town of Troutman Highway Business (HB), (Martin)

a. Call for Public Hearing

Mayor Young Opened the Public Hearing

Planning Director Erika Martin stated that the 5.5 acre site is located on the corner of South Main Street and Barkdale Drive as the last item brought the property into the town limits, it must now receive a town zoning designation. The applicants are requesting Highway Business. There is a proposed grocery store site across the street from the property (corner of Ostwalt Amity and South Main) zoned Town of Troutman Highway Business. She stated that the current Future Land Use Plan shows the area transitioning to Industrial listing industrial use currently in the area. The draft Strategic Master Plan envisions protecting the corridor from commercial sprawl from the Barkdale Road intersection to downtown Troutman. The consultants working on the Strategic Plan have relayed a recommendation of Neighborhood Commercial, making the zoning designation Neighborhood Center. Ms. Martin explained that Neighborhood Center would allow for a variety of residential uses, restaurants, retail and offices, where Highway Business would allow for high density residential, automotive sales and services, manufactured home sales and services, fortunes tellers, tattoo parlors, adult establishments, drive-thru uses, hazardous materials, storage, warehousing, etc. Ms. Martin stated that the Town of Troutman Planning Board, by a split vote, recommends Highway Business, Staff recommends Neighborhood Center.

Ms. Martin shared a written statement in favor of the zoning designation of Highway Business from Applicant Robert Blackwelder stating that Mr. Blackwelder could not be present due to the hurricane.

Applicant Barbara Blackwelder re-addressed Council in favor of Highway Business with the property directly across the road already zoned Highway Business. She stated that Neighbor Center as recommended is more restrictive.

Council member Henkel asked Ms. Martin if there are other properties, other than across the road, zoned Highway Business in that area. Ms. Martin responded that there are other properties zoned Iredell County General Business.

Mayor Young Closed the Public Hearing

(Public Hearing sign in sheet is attached to and made part of these minutes) (Copied in full, public hearing notice is attached to these minutes)

b. Adoption of Ordinance 18-18, Titled: "An Ordinance Changing The Zoning Classification Of The After Described Property From Iredell County Residential Agricultural (RA) To Town Of Troutman Highway Business (HB)"

Council member Henkel commented that he is having a hard understanding the recommendation of Neighbor Center and thinks that Highway Business is the best option at this time.

Upon motion by Council member Jablonski, seconded by Council member Henkel, and unanimously carried, approved adoption of Ordinance 18-18 titled: "An Ordinance Changing The Zoning Classification Of The After Described Property From Iredell County Residential Agricultural (RA) To Town Of Troutman Highway Business (HB)"

c. Approval of Consistency Statement

Upon motion by Council member Bryant, seconded by Council member Henkel, and unanimously carried, approved to amend the 2035 Future Land Use Plan to be reflective of Interchange Commercial and find that this action is reasonable and in the public interest due to existing commercially zoned property in the area and timely due to the addition of a new stoplight at the intersection.

(Copied in full, Ordinance 18-18 is filed in Ordinance Book 8, Page 224)

(Copied in full, Ordinance 18-18, rezoning application, Planning Boards Certification of Recommendation is attached to these minutes, and is filed with staff report, ordinance, current and future zoning and land use maps, public hearing notice, property owners notification and mailing list on CD titled: "Town Council Supporting Documents" dated October 9th, and October 12th, 2017 in CD Book #1 titled: "Town Council Supporting Documents")

NEW BUSINESS

ITEM 16. CONSIDER REQUEST FROM SOUTH IREDELL HIGH SCHOOL (SIHS) FOR APPROVAL OF HOMECOMING PARADE ON MONDAY, OCTOBER 08, 2018, (Sam Hiner, SIHS Sophomore Class Representative)

On behalf of SIHS, Sophomore Class Representative, Sam Hiner addressed Town Council requesting permission to hold South Iredell's Annual Homecoming Parade on Monday, October 8th at 6:00pm-7:00pm. The parade will begin at Troutman Fire Department ending at SIHS. He thanked Council for considering approval and for approving previous parades commenting that it does a lot for school spirit.

Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, request from SIHS to hold Homecoming Parade on Monday, October 08th at 6pm was approved.

ITEM 17. APPROVAL OF 2018 COLLECTION SYSTEM REHABILITATION PROJECTS: Project No. E-SRP-W-17-0120, Project No. CS370580-05 (Green Component); and Sewer Extension (Children's Hope Alliance (CHA) Property) to Eliminate NPDES Discharge, (Justin Longino, Town Manager)

Town Manager Justin Longino stated that the first two items (a & b) are in regards to the Mill Village project. Item c will allow application for Department of Environmental Quality (DEQ) funds for the Children's Hope Alliance (CHA) Sewer Extension.

a. Consider Selection of Engineering Firm

Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, approved selection of West Consultants as Engineering Firm for the Mill Village project.

b. Consider Approval of Engineering Agreements

Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, engineering agreements with West Consultants for the Mill Village project was approved.

c. Approval of Resolution 13-18 Titled: "Authorizing Resolution Application For Funding From NC DEQ Department. Of Water Infrastructure For A Wastewater System Improvement Project" for Sewer Extension to Eliminate NPDES Discharge at CHA Property

Council member Henkel explained that this item eliminates a wastewater system that flows to open treatment beds that could be a potential future hazard.

Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, Resolution 13-18 titled: "Authorizing Resolution Application For Funding From NC DEQ Department. Of Water Infrastructure For A Wastewater System Improvement Project" was approved.

(Copied in full, Engineering Agreements and Resolution 13-18 is attached to these minutes and is filed on CD titled: "Town Council Supporting Documents" dated September 10th, and September 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

(Copied in full, Resolution 13-18 is filed in Resolution Book IV, Pages 13-14)

ITEM 18. APPROVAL OF APPOINTMENT OF RONALD WYATT TO THE TOWN OF TROUTMAN ABC BOARD, (Longino)

Town Manager Justin Longino stated that with the recent passing of ABC Board member Jeff Hall, there is an opening on the ABC Board. In review of Town applications, there is one application (Ronald Wyatt) for the open position. He stated that ABC Board Chairman Layton Getsinger recommends Mr. Wyatt for the position.

Mayor Young commented that he appreciates Mr. Wyatt volunteering for the position. Council member Jablonski asked that it is noted as part of the record that there is "no conflict of interest" in holding the position of ABC Board member and being the Register of Deeds. Town Manager Longino confirmed followed by referencing the applicable NC General Statute. ABC Board Chair Getsinger stated that the ABC Board also did not see a conflict.

Mr. Wyatt expressed thanks and appreciation of Council's consideration and it is unfortunate that there is an opening on the Board at this time. In having an integral part since the start of the ABC Store, it is good to have someone that knows the foundation of the business.

Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, approved appointment of Ronald Wyatt to the Town of Troutman ABC Board filling the remaining unexpired term (expiring 1-12-2020) of Jeff Hall.

(Copied in full, application to serve is filed on CD titled: "Town Council Supporting Documents" dated September 10th, and September 13th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

ITEM 19. COMMENTS FROM TOWN COUNCIL AND MAYOR

Mayor Young:

• Stated that he has signed a Proclamation of State of Emergency in preparation of Federal Assistance if needed. He expressed appreciation for all the work staff has done in preparation of the hurricane. He commented that he hopes all remain safe in the next 24-48 hours. Police Chief Matthew Selves stated that he has been on WebEOC (a web based emergency management information system) in constant communication with emergency management, other police and fire departments, health department, and other entities. If needed South Iredell High School will be used as a shelter. Mecklenburg County has opened 5 shelters as of 2 days ago. He stated that he has cancelled all time off over the weekend, and chain saws are ready if needed. All Iredell County schools are cancelled tomorrow and Monday. Town Manager Longino stated that as information is received from emergency management, we will share with the public on the Town's Facebook and website. The Hyper Reach phone system can also be activated if citizens need to be contacted.

- Announced that NC State Treasurer Dale Folwell was at Troutman Town Hall a couple weeks ago speaking on state financing and advised that the state is in financial good standing.
- Commented that a couple days ago we celebrated a remembrance of 9/11. There were several events of remembrance in the area in the hope we never forget those who lost lives.
- Inquired about a pavilion roof leak. Parks and Rec. Coordinator Emily Watson stated that there is a stain on the pavilion ceiling and a sag in the roof singles. Someone is scheduled to assess the roof next week.
- Highlighted the Iredell County Economic Development Corporation Annual Report that outlines the economic development strategy for the county along with highlighting Troutman and several local businesses. It mentions that the population growth in Troutman has increased 12% since the year 2000.

ITEM 20. COMMENTS FROM TOWN MANAGER

Justin Longino, Town Manager:

• Informed Council and the public that the Iredell County Commissioners hosted a great meeting this morning that included all Iredell County municipalities, and every county department to discuss each ones emergency plan.

Adam Lippard, Public Works Manager

• Reported that emergency preparedness was implemented on Monday completed system checks/inspections of 15 pump stations, SCADA system, alarm system, etc. all at 100%. All backup generators, all vehicles, have been inspected and all chain saws are ready. All 6 Public Works employees are on-call all weekend. The regular on-call person will be monitoring storm drains for flooding.

Erika Martin, Planning Director

• Reported to Council as requested at Agenda Briefing, information regarding new flags on the Richardson Greenway stating that The Sign Shop's total cost is \$1,800. Pricing as follows: \$90 per flag; 21 post, minus 1 for the SHIS flag making the count 20 post total, and \$20 for the paddle logo. There will be a design cost of \$200-\$300 max for the SHIS Greenway flags, then (\$90 per flag).

ITEM 21. CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(4) TO DISCUSS ECONOMIC DEVELOPMENT AND PURSUANT TO NCGS 143-318.11(a)(3) TO CONSULT WITH AN ATTORNEY

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(4) to discuss economic development and pursuant to NCGS 143-318.11(a)(3) to consult with an attorney.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis, Steven H. Shealy, Finance Director; Adam K. Lippard, Public Works Manager; and Gary W. Thomas, Town Attorney to join the Closed Session.

Upon motion by Council member Henkel, seconded by Council member Jablonski, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(4) to discuss economic development and pursuant NCGS 143-318.11(a)(3) to consult with an attorney.

Mayor Young Opened the Closed Session.

MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION

Closing of Closed Session and Reconvene Open Session

Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, approved to reconvene open session.

ITEM 26. ADJOURNMENT

Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, the September 13, 2018 Town Council meeting was adjourned at 9:20 pm.

Teross W. Young, Jr

Kimberly H. Davis, Town Clerk